

5 June 1952

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25 YEAR RE-REVIEW

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The Budget Officer has approved the policy whereby the Office of Training will budget for student expenses under all external training programs.

b. The Budget Officer also has approved a transfer of the Support Staff from unvouchered to vouchered funds.

c. The actual budget call has been received and disseminated throughout OTR.

d. Meetings were held with DD/TR(S) to revise the 1953 budget estimates.

25X1 e. DD/A has approved the [] plan.

25X1 f. The Personnel Officer of OTR is currently working on the T/O []

g. Personnel statistics are being compiled for use by the Budget Officer, OTR.

25X1 h. [] has been designated as OTR liaison with Military Personnel Division and will handle all matters for military personnel assigned to OTR or in process to OTR.

25X1 i. The evacuation [] has been completed.

25X1 j. The Administrative Officer, OTR has been advised by [] DD/P, Liaison Officer, that the administrative details for the Near East Summer Seminar at [] will be handled by his Office with the Department of State for the present and that the Office of Training will be called in when their participation and assistance is required.

25X1
[]
Administrative Officer, OTR

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